

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, March 5, 2013 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Peg Hoffman, Kimberly Lord, Leonard Norton, Richard Sherman, Joseph Sauerhoefer, Thomas Stremper, and others
Press: Doug Maine (Journal Inquirer) and Ted Glanzer (Patch.com)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:01 p.m., in the Town Hall Conference Room.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Items

None.

IV. Approval of Minutes

• **Regular Meeting of February 19, 2013**

It was **MOVED** (Nelson) and **SECONDED** (Baker) and **PASSED** (4-0) (In Favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – none) that the Board of Selectmen approves the Regular Meeting Minutes of February 19, 2013 as presented.

V. Communications

a. Thank you Letter to Gerald Bancroft

Ms. Menard indicated that in the Board Member's packets is a thank you letter to Mr. Gerald Bancroft from Mr. Leonard Norton dated February 14, 2013. Ms. Menard read from the letter which thanks Mr. Bancroft for all of his assistance during the recent Blizzard Nemo.

b. Letter from State Historic Preservation Office

Ms. Menard indicated that in the Board Member's packets is a letter from the State Historic Preservation Office dated February 20, 2013. Ms. Menard read from the letter which indicates that the Pfeifer Carriage Barn located at 42 Rye Street, East Windsor, Connecticut has been listed on the State Register of Historic Places by the Connecticut Historic Preservation Council on February 6, 2013. She indicated a copy of the letter will be sent to the East Windsor Historical Preservation Commission.

c. Letter from Governor Malloy Regarding Budget Proposal

Ms. Menard indicated that in the Board Member's packets is a communication from Governor Malloy regarding his budget proposal. She indicated another communication has been received from by her office and she will give that communication to the Board Members during the budget discussions later in the meeting.

d. Copies of Work Order Nos. 1 and 2 from WPCA

Ms. Menard indicated that in the Board Member's packets are two invoices regarding the WPCA. Mr. Pippin will be discussing same during his report later in the meeting.

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all the Board Members a copy of her report dated March 5, 2013, which she read as follows:

"We welcome a new employee to our Public Works team, Peter Bass. So if you happen to see new man in one of our Public Works trucks, say hello.

A resident has come in asking if the Selectmen would consider allowing a landscaper to adopt a 'Welcome to East Windsor' sign. The proposal was that if we planted flowers at the sign, the landscaper would maintain it in exchange for being able to put a sign saying something like 'Maintained by _____ Landscaping Company'. I suggested that the landscaper would also have to provide to plant the flowers in exchange for advertising. I think it's a great idea and can put it on the agenda for discussion if you are interested. Let me know.

For your information – John Burnham resigned as a Town Constable so that he could serve on the Housing Authority. The Town Clerk has advised us that since this was an elected position a new Republican Constable needs to be appointed within 45 days or a special election will have to be held to fill the vacancy. Since the voters elected a Republican for that position, it needs to be filled by a Republican. The Chairman of the Republic Party is aware of the requirement and has confirmed that she is working on it. The position needs to be filled by March 28, 2013 so the appointment will be on our March 19 agenda.

The Police Department has begun issuing Town ID's. An ID Card Agreement that clearly spells out the terms of the ownership and use of the IDs will have to be signed in order to receive an ID. Notification will be sent shortly that those needing an ID can come to the Police Department, sign an agreement and receive the ID.

In meeting with our IT team, we are getting close to conclusion of the upgrade project, thank goodness. We are experiencing switch failures that were not part of the project. We may need to address that soon as we are working with three replacement switches that the IT consultant that has been doing the major work on the project has loaned us. We now have to address disposal of the old equipment. Superintendent of Schools, Dr. Kane, mentioned at the last Shared Services Meeting that she has seen Town sales of equipment. It sounded like something similar to a yard sale. We have to erase all the hard drives in the computers but they can be disposed of as we see appropriate. It is something you would like to look into?

The Police Chief and Deputy have informed me that they will likely have a police car that will be able to come off their lien soon that will be appropriate for the Senior Transportation.

Attached are a copy of the Assessor's Grand List figures and a copy of the budget statement the Selectmen and Board of Finance approved for release to the public. I will continue to stress to the Town staff that we need to provide consistent, clear messages regarding the budget, as it will be a difficult one. As a next step, the Board of Finance has asked that we look at putting together a simple basic sample of how a property value and tax bill are affected by the revaluation. The 3Ts

(Treasurer, Tax Collector and Town Assessor) have already put a draft together that I expect to be discussion tomorrow so that we can ad that communication.”

It was noted that on the next agenda, New Business – Adopt a Spot Program and Disposal of Old Equipment will be added.

b. Alan Baker, Deputy First Selectman

Mr. Baker commented he did not have anything to report on due to the fact he was on vacation last week.

c. Dale Nelson, Selectwoman

Ms. Nelson commented that she attended Budget Workshop Meetings on February 25 and February 26. On March 3, she attended the Blue and Gold Dinner for the cub scouts. She enjoyed herself. On March 4, 2013, she attended the monthly meeting of the Warehouse Point Fire District. The Community Calendar was discussed and it was decided the district is unable to do so because the Town Clerk and First Selectmen’s Office would have to be notified every time there was a change or cancellation of a meeting and it is to cumbersome to do so. She mentioned on March 14, 2013, three groups of Kindergarten children will be touring the Warehouse Point Library, Police Station and Warehouse Point Fire House. They will have lunch at the fire house. There is a problem with the listing of the Warehouse Point Fire Marshall, she is not listed and they wanted clarification of same. The Chief mentioned several bad car accidents which have recently took place and bereavement intervention is available to members.

Ms. Menard commented that she is asking Ms. Nelson to pursue the walk through of the gym for the senior center.

d. Richard P. Pippin, Selectman

Mr. Pippin commented that he attended the recent WPCA Meeting on February 27, 2013. He indicated all members of the Board were present; however, there are two alternate vacancies on the Board. A discussion of snow removal and employees using their own vehicles in plow the facility took place. It was noted that an employee should not be using their personal vehicles to help plow the snow at the facility. Public hearing regarding facility charges was held. A continuation of hearing of 141 Prospect Hill Road wherein the homeowner had his sprinkler system attached to Connecticut Water which affected his sewer usage charge was heard. The charges were waived. A discussion of roof repairs and the heating system was held. North Road Sewer Phase II bids have been received. Mr. Pippin mentioned the work invoices which copies were given to the Board this evening earlier in the meeting. One of the invoices is for a review

of the facility connection charges and the other is having a copy review the capital improvement plan of the WPCA.

e. James C. Richards, Selectman

Mr. Richards indicated he attended the recent Board of Education Meeting. The Board is discussing the budget. The Board approved the school calendar for next year and next year there will be no February vacation. This was decided in several meetings and a survey sent to parents.

The Economic and Development Commission recently met and are starting to discuss the Meet and Greet forum for next year. Community Day planning is beginning for spring and Panther Plunge is scheduled for March 16. The proceeds from the Panther Plunge will benefit the East Windsor Food Bank.

Board Recessed the Meeting to Conduct at Town Meeting at 7:29 p.m.
Board Reconvened at 7:43 p.m.

VII. Public Participation

None.

VIII. Board and Commission Resignations and Appointments

a. Resignations:

- **American Heritage River Commission**
John Burnham, Regular Member
Richard P. Sullivan, Alternate Member

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (4-0) (In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none; Abstained – none) that the Board of Selectmen accepts the resignation of Mr. John Burnham, Regular Member, of American Heritage River Commission, with deep regret.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (4-0) (In Favor – A. Baker, D. Nelson, J. Richards, R. Pippin; Opposed – none; Abstained – none) that the Board of Selectmen accepts the resignation of Mr. Richard P. Sullivan, Alternate Member of American Heritage River Commission, with deep regret.

b. Re-Appointments: None

c. New Appointments:

- **Agriculture Commission**
Jim Strempher (R), Regular Member, 2 year term expiring 8/1/14
- **American Heritage River Commission**
Richard P. Sullivan (U), Regular Member, 4 year term expiring 7/1/13

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (4-0)(In Favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None) that the Board of Selectmen appoints Mr. Jim Strempher (R), Regular Member of the Agriculture Commission, 2 year term expiring August 1, 2014.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (4-0)(In Favor – A. Baker, R. Pippin, D. Nelson, and J. Richards; Opposed – None; Abstain – None) that the Board of Selectmen appoints Mr. Richard P. Sullivan (U), Regular Member of the American Heritage River Commission, 4 year term expiring July 1, 2013.

IX. Unfinished Business

- a. Discussion of (PEGPETIA) Grant Program (will return March Meeting)**
- b. Charter Revision Discussion**

Ms. Menard indicated it was said when the election was done, the subject of Charter Revision would be brought to the Board. She indicated she does not have the authority to make the decision and the entire Board has to make the decision. She inquired with the Board if they would like to reconsider Charter Revision or would they rather take it off the Agenda for future meetings. Mr. Baker responded that all of the research regarding the Charter Revision process should be given to the Board Members for their review before a decision of Charter Revision is reached. Ms. Menard indicated that she will get the information requested by the Board and it will be on the next Agenda for a discussion.

It was **MOVED** (Nelson) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. X. New Business B. Discussion with Tax Collector Regarding Strict Foreclosure on Delinquent Tax Parcels before X. Unfinished Business A. Update from American Heritage River Commission to Include Richard Sherman.

X. New Business

b. Discussion with Tax Collector Regarding Strict Foreclosure on Delinquent Tax Parcels

Ms. Kimberly Lord, Tax Collector, addressed the Board. She indicated that since March of 2012, she has been working with Attorney John Watts to resolve over one hundred delinquent real estate tax accounts. It has been very successful, with almost \$1 million dollars in delinquent taxes and interest collected. In addition, she has been working with town departments on several parcels that do not fit typical foreclosure criteria. These parcels have been on the grand list for over fifteen years and are uncollectible because the owner is unknown or cannot be located. Attorney Watts is recommending that the Town deal with these parcels by initiating a strict foreclosure and take ownership of the properties. The Town can then decide if it wants to keep the parcels as public land or sell the parcels to recoup legal costs. A strict foreclosure will cost the town approximately \$2,925.00 per parcel, and takes about 90 days to complete. While researching the lots, she found uncollected tax bills dating back to 1974, so it is apparent that there has been little success in dealing with these parcels in the past. By initiating strict foreclosure and taking ownership, sixteen years of back taxes due to the town can be waived and finally remove these uncollectible accounts from the Grand List. She indicated she has to get the approval from the Board of Selectmen and from the Board of Finance to proceed.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (3-0-1)(In Favor – A. Baker, D. Nelson, and J. Richards; Opposed – None; Abstain – R. Pippin) that the Board of Selectmen approves the Tax Collector to move forward with strict foreclosure on the delinquent real estate tax accounts as presented and recommends same to the Board of Finance.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (4-0) (In Favor – D. Nelson, R. Pippin, J. Richards and A. Baker; Opposed – None; Abstained - None) that the Board of Selectmen move Agenda Item No. X. New Business A. Update from American Heritage River Commission to Include Richard Sherman.

a. Update from American Heritage River Commission to Include Richard Sherman

Mr. Richard Sherman, Chairman of the American Heritage River Commission, addressed the Board to give them an update on the American Heritage River Commission. He indicated that the American Heritage River Commission has 11 Regular Members and four Alternate Members for a total of 15 Members.

Volunteers are in excess of 60 people from East Windsor and four other surrounding towns. The volunteer man hours in fiscal year 2010-2011 was approximately 667.25 hours and in fiscal year 2011-2012 was approximately 1,066.5 hours. The current budget consists of \$1,200 for a recording secretary and \$250 for dues to river organizations. He explained what the Commission does for the Town of East Windsor. It has cleaned up the banks of the Scantic and Connecticut Rivers; cleaned up the waterway of the Scantic River from the Enfield town line to Omelia Road; opened up and made navigable the Scantic River for canoe and kayak trips from the Enfield town line to Omelia Road; makes hiking trails along the Scantic River and keeps them passable for year round use; ongoing monthly water testing of Scantic River and tributaries; annually taking samples of bugs and/or insects in the river to monitor its health; developing and maintaining trails along the Scantic River; participates in Community Day activities; holds safety classes for volunteers who help clearing trails and waterways; instructs waterway participants on usage of PFD to ensure correct equipment for water trips; holds planned activities on waterways and trails; continues to work protecting the water quality; monthly mowing of parking areas to access trails; and produced a trail and launch site map of the Town of East Windsor.

Mr. Sherman gave to the Board Members a “wish list for the year 2013” along with a detailed run down of volunteer hours since July of 2011. He commented that he is always looking for volunteers to help with various projects the Commission is working on. He mentioned using students from the high school who need to perform community service to graduate and also using people from the Court system who need to perform community service hours.

A brief discussion was held.

c. Approval of Construction of Scoreboard at Soccer Fields

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None; Abstain – None) that the Board of Selectmen approves the construction of a 14’x5.5’ scoreboard at the soccer fields behind Scout Hall, at 28 Abbe Road, as presented.

d. Approval of Cooperative Agreement of Town of East Windsor and Department of Agriculture

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, R. Pippin and J. Richards; Opposed – None; Abstain – None) that the Board of Selectmen authorize the First Selectman, Denise Menard, to sign the Cooperative Letter of Agreement for the Joint

Partnership of the Farmland Preservation Program and The Community Farms Preservation Program Between the State of Connecticut, Department of Agriculture and the Town of East Windsor.

e. Discussion with Director of Public Works/Town Engineer Regarding Upcoming Matters

Mr. Leonard Norton, Director of Public Works and Town Engineer addressed the Board. He first wanted to report on the Springdale Cemetery project. He has heard that either Public Works or the First Selectmen's Office has dropped the ball on this project. Mr. Norton indicated that it was the State of Connecticut Department of Transportation who has been holding up the progress of this project. The Springdale Cemetery project is adjacent to land owned by the State of Connecticut. The plans of the project have been forwarded to the Department of Transportation for months. Calls have been made with no response. Finally, Mr. Norton was able to reach the contact at the Department of Transportation who in turn told Mr. Norton that he did not have the plans to approve. Once the plans were in the office of the Department of Transportation, they were approved. An extension was given for the construction to take place. The bid package will be put together and managed by JR Russo due to the fact there is someone at that office all day long rather than the Public Works Office, which only has a part-time office worker in the office for 15 hours per week. Mr. Norton believes the project should be completed by the end of June.

A brief discussion was held regarding the plan.

Mr. Norton began discussing debris removal and the RFP that he has requested in case another disaster should happen and debris removal is a priority. Four people responded to the RFP, two local contractors, one from Alabama and one from Florida. Copies of the bids are in the First Selectmen's Office. Rates for equipment and removal of debris were obtained. This would be a two year agreement with a possible extension of three years for a total of a five year agreement. A contract would not be signed and this was explained in the letters sent out that this would be as an as needed basis. Mr. Norton explained the reason behind this is to be prepared for the next disaster and to have all the paperwork required by FEMA for reimbursement.

A brief discussion was held.

Mr. Norton began discussing the Household Hazardous Waste. He indicated that MDC has indicated that they will not be offering Household Hazardous Waste removal as they have done in the past. Mr. Norton has been doing some research regarding options for the Town of East Windsor. He has been in contact with a facility in Manchester which is used by the towns of Stafford, Somers,

Manchester and Glastonbury. This company in Manchester would not be interested. However, there is a company called Clean Harbors which would work with the Town on hazardous waste. He is questioning the Board if he should the town offer this service every year or every other year. A discussion continued regarding joining other towns such as South Windsor and Enfield. Mr. Norton mentioned he would look into the Town's options.

Mr. Norton began discussing Prospect Hill Road project. Mr. Norton indicated that the bids will be opened on March 15, 2013 and the project is to start immediately. He would like this to be done before school gets out.

Mr. Norton commented on the sidewalk project in Broad Brook. He indicated that the bid package is ready to be advertised and he is hopeful it will be done by the end of the week or beginning of next. He would like to have the project done by the end of the fiscal year. The bids will be opened on March 28, 2013 and the project will start immediately after the bid is awarded. There is a grant of \$45,000 which has been awarded by the State of Connecticut to do the project and therefore, it is a State contract and prevailing rates will apply.

A discussion was held regarding the Prospect Hill Road project and the drainage problem in the park on that road. Mr. Norton explained the drainage problems in detail. The discussion continued regarding the extra millings which Mr. Norton has at the Public Works garage and the possibility of bartering with contractors for the millings.

f. Approval of Tax Refunds

Ms. Menard discussed the Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor dated March 1, 2013.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin; Opposed – None; Abstained – None) that the Board of Selectmen approves the tax refunds which were presented in the Selectmen's packets on March 5, 2013 pursuant to the tax collector's request dated March 1, 2013.

XI. Budget Matters

a. Budget Discussion FY 2012-2013; FY 2013-14

Ms. Menard indicated that it is coming to the time that we are getting close to the end of the fiscal year and transfers are going to start coming. At the last town meeting, Ms. Cabral was recommending a spending freeze. Ms. Menard agrees

with Ms. Cabral and believes that all budgets should have a freeze on discretionary spending. Any spending should be approved by the First Selectman and Treasurer for at least one month so the Treasurer's Office can get a handle on the budget figures. She indicated types of expenditures which would be frozen would be office supplies and conference and training expenses.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin; Opposed – None; Abstained – None) that the Board of Selectmen approves that all discretionary spending in all departments be approved by the First Selectman and Town Treasurer for one month and this decision will be reviewed in one month.

Ms. Menard began speaking about the recent communication she has received from CCM regarding changes in general fund revenues for the upcoming fiscal year. The Board discussed this document briefly. The other document she gave to all Board Members was in regard to the ECS funding to municipalities. They began discussing the proposal of eliminating the motor vehicle taxes. There was a discussion of the possibility of having a State mill rate for motor vehicles to make it fairer for those who live in the big cities.

A brief discussion was held.

b. Transfers

Ms. Menard gave to all Board Members a spreadsheet which described the transfers. The first transfer is in the amount of \$30,000 which is to cover unanticipated legal matters and negotiation of four union contracts. Ms. Menard gave an explanation of the legal fees in detail. A breakdown was given to all Board Members for their review. The other transfer is in the amount of \$8,500 is to cover new telephone equipment purchases; the telephone equipment is outdated, broken telephones. The telephone service rates have also risen. Ms. Menard indicated that the monies for the transfer would come from General Government Health Life Insurance line due to the fact that the Director position for Senior Services was eliminated along with a full time driver was pushed to a part-time driver; therefore there are extra monies in this line to cover the transfer.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (4-0)(In Favor – A. Baker, D. Nelson, J. Richards, and R. Pippin; Opposed – None; Abstained – None) that the Board of Selectmen approves the transfer listed as Transfer No.: S2013-22 which is \$8,500 from Account No.: 1-01-10-1195-2-200-

0000-0 (General Government Health Life Insurance) to Account No.: 1-01-50-8430-5-542-0000-0 (Communications) and the transfer of \$30,000 from Account No.: 1-01-10-1195-2-200-0000-0 (General Government Health Life Insurance) to Account No.: 1-01-10-1015-3-350-0000-0 (Legal Fees) and recommends said transfer to the Board of Finance and refers the matter to a Town Meeting.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel and Section 1-200 (6) (b) Pre-Litigation and Section 1-200 (b) contracts

It was **MOVED** (Nelson) and **SECONDED** (Pippin) **PASSED** (4-0) (In favor – J. Richards, R. Pippin, D. Nelson, A. Baker; Opposed – none) that the Board of Selectmen enters into an Executive Session discussion to preserve confidentiality.

The Board entered into Executive Session at 9:26 p.m.

The Board came out of Executive Session at 10:50 p.m.

No Action taken.

XIII. Adjournment

The Meeting was adjourned at 10:51 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary